

**Special Courts Committee
Judicial Conference of Indiana**

November 5, 2004
Minutes

1. Members present. The following members of the committee were present: Glenn G. Hancock, George B. Hoffman, Richard L. Tandy, and Peggy L. Quint Lohorn, Chair.
2. Staff present. Michelle C. Goodman provided the committee with staff assistance.
3. Welcome of new members. The new members of the Committee were welcomed by Judge Lohorn. Judge Lohorn also gave an overview of the Committee's scope.
4. Approval of Minutes. The Committee approved the minutes from the August 27, 2004 meeting.
5. City and Town Court Manual. The supplements to the 2002 edition of the City and Town Court Manual, which were approved earlier this year, were distributed to the City and Town Court Judges at their Annual Meeting in October.
6. Traffic, Misdemeanor, Small Claims Benchbook. Judge Lohorn gave an overview of the recommended division of the revisions for the Benchbook. Judge Lohorn said that we will plan to review the OWI, Small Claims (excluding the Litigants Manual), and Plenary docket draft revisions at the next meeting in February. The draft revisions need to be sent to Michelle on or before Friday, January 28, 2005 in order to get the drafts prepared and distributed to the Committee for review prior to the February meeting.

The Committee discussed the Plenary docket section and whether or not to expand the scope of the current materials. The Committee decided the scope of this section would not be expanded, but a reference would be added to refer judges to the Civil Benchbook for more information. Michelle was asked to revision this section for the Committee.

The Committee then discussed the OWI section. Judge Hancock and Judge Lohorn volunteered to revise this section. Several suggestions were made as to good sources of information for this topic. The Committee discussed whether or not jury instructions should be included in this section. The Committee decided that a reference should be added to see the pattern instructions concerning OWI cases.

The Committee then discussed the Small Claims section. Mag. Tandy volunteered to work on Special Cases – Stop Payment – Adverse claims by non-money judgment creditors. The Committee also discussed the Special Case topic of protective orders and decided to eliminate the text in the Benchbook and replace it with a reference to the newly created Protection Order Benchbook.

At this time the Committee did not have any additional topics that should be included in the Benchbook.

Judge Lohorn will check with other members of the Committee for volunteers for revising the other sections needed by the February meeting.

7. Other business. Judge Hancock suggested that a court reporter seminar would be helpful, especially in working with BMV forms, etc.
8. 2005 meeting schedule. The 2005 meeting schedule is as follows:
 - Friday, February 11, 2005 at 11 a.m.
 - Friday, June 17, 2005 at 11 a.m.
 - Friday, August 5, 2005 at 11 a.m.
 - Friday, November 4, 2005 at 11 a.m.

All meetings are scheduled for Indianapolis time and will be held at the Judicial Center.

Respectfully Submitted,

Michelle C. Goodman